



## **Consignor Information & Guidelines**

The Saturday Club bi-annual Women and Children's Consignment Sale is located at our historic clubhouse in downtown Wayne (117 West Wayne Avenue). The information contained in this packet applies to our consignors with important rules and requirements for participation.

**For specific dates & times, please refer to our website at [www.saturdayclub.org/consignmentsale.php](http://www.saturdayclub.org/consignmentsale.php)**

### **CONSIGNOR DROP-OFF**

*All items must be sorted and grouped by category and size and prepared and tagged according to requirements described below. All items will be examined at drop-off and we reserve the right to decline items for consignment and our decision will be final. Allow at least ½ an hour for this process. Once accepted, you will place the items in the appropriate sale area and bring home any items that were unacceptable.*

### **CONSIGNOR ONLY PREVIEW**

*To shop at the consignor-only preview sale, you must have at least 10 quality items consigned with us.*

### **½-PRICE SALE HOUR**

*All items will be ½-price for the last hour of the sale unless you specifically indicate that you do not want your item to be included in the ½-price sale. If you will be donating your items, it is in your best interest to participate in the ½-price sale. \*\*\*See tagging instructions below for more information\*\*\**

### **UNSOLD ITEM PICK-UP**

*If you will be donating unsold items to The Saturday Club, there is no need to come to pick-up. If you are requesting the return of items that remain unsold, these items must be properly tagged with yellow cardstock as directed in the guidelines below – without exception. You will be contacted via email to pick them up and must be picked up within the designated hours. We are not responsible if you do not receive the email! If there is any uncertainty, please feel free to come and check for any remaining items for yourself. Any items remaining after designated pick-up hours will, by default, be donated to The Saturday Club. \*\*\*See tagging instructions below for more information\*\*\**

### **Why consign with The Saturday Club?**

Your "trash" is someone else's treasure! In today's economy, more than ever, people are looking for bargains. The Saturday Club offers you a **generous 70%** - more than a traditional consignment shop will give you and more than you'd get from holding your own garage sale (and who has the time for that?). Furthermore, ***all proceeds benefit The Saturday Club and our philanthropic support of women and children's charities.***

### **How do I start?**

First, you must REGISTER and receive your consignor ID number. The registration form is available on our website. There is a \$10 consignor registration fee which is payable by check or Visa/MasterCard. Registrations must also include a ***self-addressed, double-stamped business-sized envelope or an additional \$2 fee will be charged.*** The envelope will speed up the process of distributing consignor checks. Two stamps are required to return the tags for sold items. You will receive a unique consignor ID number via email. If you do not hear from us within 2 weeks of mailing the form or if you are registering less than 2 weeks in advance of the sale, please contact us at [consignmentsale@saturdayclub.org](mailto:consignmentsale@saturdayclub.org) or 610.687.9975. Returning consignors will keep the same consignor ID indefinitely, but must still register for each sale.

### **What can I sell?**

Our customers are looking for gently used, excellent, wearable condition clothing and shoes for women and children, handbags, and maternity clothing. For the October sale, we will accept FALL & WINTER items only. For the April sale, we will accept SPRING & SUMMER items only.

We will not accept stained, torn, extremely worn, outdated/out-of-style, items that smell of smoke/mothballs/etc, or otherwise damaged clothing.

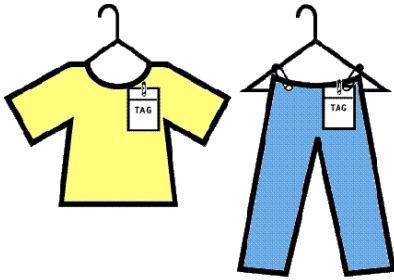
Baby equipment such as carseats, strollers, highchairs, exersaucers, etc... will be accepted only if in excellent and clean condition, up-to-date styles and brands, and have not been recalled. We cannot accept cribs or mattresses. We will accept only large toys such as train tables (with trains), ride-on toys, American Girl dolls, etc... Battery-operated toys must have working batteries included. ***You must check recall status for baby items and toys at <http://www.cpsc.gov>.*** Please bring a copy of the search results showing that the item has not been recalled with you to drop-off.

We will not accept loose books, small toys, stuffed animals, etc... but will consider boxed collections and groupings and limited/special editions depending on the item. You must contact us in advance of the sale for approval for any questionable items.

The best guideline to use is whether you would purchase the item for yourself, again. Please, this is not the venue in which to unload bags of stored items from your home. All consigned items will be inspected at drop-off to maintain a high standard of quality merchandise. We reserve the right to decline any items from the consignment sale.

### Preparing your items

Taking the time to prepare your garments properly will make them look great and **the better they look, the better they will sell**. Freshly laundered and pressed items do best. Button all buttons, tie all bows, zip all zippers, etc...



All clothing items must be on hangers. You can find inexpensive plastic hangers at Target or Kmart, or ask your dry cleaner for spare wire hangers. Pants, shorts, and skirts must be secured to the hangers with safety pins. Please see the diagrams to the left for proper hanger direction, pinning, and tag placement. *\*Exception to tag placement is for delicate fabrics – pin these tags on the inside label of the garment.*

**TAGS:** Download the tag template from our website. Be as descriptive as possible when completing price tags. Sometimes tags get separated from their items and better descriptions help match up items to their price tags. The Saturday Club is not responsible for unsold items due to missing, stolen, or otherwise tampered with tags.

### **IMPORTANT!**

- We HIGHLY recommend that you use 60#-67# cardstock to print your tags. Do not use regular printer paper as they will get damaged and your consignment information will be lost. Cardstock is readily found at drugstores like CVS or Walgreen's, and discount stores like Target, Kmart, and Wal-Mart.
- All tags must be safety-pinned to the right front side of each garment when on the hanger (the left side of the garment itself) – do not use straight-pins, we will not accept the item. Use sturdy safety-pins, at least 1" big or bigger.
- Use **WHITE** cardstock for items that you will donate to The Saturday Club after the sale if it does not sell. Unsold items donated to The Saturday Club may be donated to a charity or otherwise sold with all proceeds benefiting our philanthropy programs.
- Use **YELLOW** cardstock for items that you will pick-up if unsold.
- If you do not want your item to be sold at the ½-price sale, you must indicate this with a **LARGE RED DOT** (a red Sharpie works great) on the lower right-hand corner of the tag.

### Preparing shoes

On the sole of each shoe, clearly mark your consignor number on a piece of masking tape. Attach a tag to the sole of one shoe in each pair with clear packing tape. Make sure to secure the mates together either with wide rubber bands or in a Ziploc bag large enough to hold them together.

### Preparing clothing sets

For top and bottom sets, put the top on the hanger and then use safety pins to secure the bottoms to the top so that both pieces can be seen easily. Clearly mark "1 of 2" on the price tag and attach to the top. Complete another price tag and mark it "2 of 2" and attach to the bottom. Make sure sets are not mixed sizes even if it was worn that way.

### **Attaching tags to handbags**

Attach the tag to an exterior strap with a rubber band, thick string, or ziptie. If that does not work (e.g., clutch purse), be creative (Ziploc bag, pin to lining) but make sure it is secure and make sure the tag is descriptive enough so if the tag and handbag are separated, attempts to pair them are more likely to be successful.

### **Attaching tags to non-clothing items**

Locate a flat surface on the item (preferably not the bottom) that is easily visible and secure the tag with clear packing tape to the item.

### **HOW DO I PRICE MY ITEMS?**

This is probably the biggest question on everyone's minds. The bottom line is that *YOU* price your own items, so price according to your comfort level. However, don't price so high that your item won't sell, and don't price too low and sell yourself short. A good guideline to use is 20-30% of the retail price, and up to 50% of the retail price for items that are brand new with tags or by better designers.

### **Consignor Checks**

The Saturday Club gives consignors a generous 70% of sales! Checks will be mailed within 2 weeks of the sale. ***Remember to include a self-addressed, double-stamped envelope with your registration form to speed up the process.*** The tags from your items will be included with your check and items that sold at ½-price will be clearly indicated. This will help you for our future sales to see which items sold at what prices.

### **QUESTIONS?**

<http://saturdayclub.org/consignmentsale.php>

[consignmentsale@saturdayclub.org](mailto:consignmentsale@saturdayclub.org)

610.687.9975